

**CareerSource Southwest Florida  
Executive Committee Meeting  
September 3, 2025  
3:30 p.m.  
Minutes**

**Members Present:**

Mike Wukitsch-Chair	Adrian Llanes-Virtual
Keitha Daniels	Brad Myers-Virtual
Brent Kettler	John Talmage-Virtual

**Guest Present:**

Greg Urbancic, Board Attorney-Virtual

**Staff Present:**

Peg Elmore-Staff Liaison	Ed Fritz
Mike Egan	Lyntoria Thomas

**I. CALL OF ORDER**

The meeting was called to order by Chair, Mike Wukitsch at 3:30 p.m. Lyntoria Thomas, Executive Assistant, called roll and confirmed quorum was met.

**II. PUBLIC COMMENT- None**

**III. APPROVAL OF June 25, 2025 MEETING MINUTES**

Brent Kettler made a motion to approve the June 25, 2025 meeting minutes; Keitha Daniels seconded; the motion was unanimously approved.

**IV. IMMOKALEE SALE AND LEASE UPDATE**

President & CEO, Peg Elmore gave an overview of the Immokalee sale and lease. Peg explained the sale has been delayed but is not dead. The buyer has asked for a new purchase and sale agreement to extend the time to close. The new agreement will include a new lease agreement with additional space due to changes made to the core common area. The new purchase and sale agreement will be presented to the Board of Directors at their September meeting.

**V. 2023-2024 FINANCIAL MONITORING**

Chief Financial Officer, Mike Egan gave an overview of the 2023-2024 financial monitoring report. Mike explained the report is two years behind schedule and is a preliminary report not the final report.

**VI. STRATEGIC PLAN REPORTING**

President & CEO, Peg Elmore presented a draft format for reporting strategic plan outcomes. There was a detailed discussion on formatting a performance outcome report.

**VII. BASELINE FOR PRESIDENT AND CEO BONUS**

In May of 2025, the Executive determined a sub-committee should be formed to establish baseline performance for future bonuses the President and CEO of CareerSource Southwest Florida. Chair, Mike Wukitsch, suggested the Executive Committee should serve as the committee.

John Talmage made a motion to approve the Executive Committee to serve as the governing committee over the President and CEO bonus; Adrian Llanes seconded; the motion was unanimously approved.

#### **VIII. UPCOMING EVENTS AND MEETINGS**

Business & Economic Development Committee... September 11, 2025 at 11am  
Board of Directors Awards Ceremony & Luncheon...  
(September 24, 2025 1130am-1pm/1pm-3pm)  
Career Services Committee... October 22, 2025 at 2pm  
Youth Committee... October 23, 2025 at 3pm  
Executive Committee... October 29, 2025 at 330pm  
Education & Industry Consortium- November 20, 2025 at 9am

#### **IX. FOR THE GOOD OF THE ORDER**

- Chair, Mike Wukitsch, is open to feedback on his role as Chair.

**X. ADJOURNMENT-** The meeting adjourned at 4:53pm.